



#YALILEARNS GOING GREEN FOR SOCIAL ENTREPRENEURS Event Facilitation Guide

Sample Agendas

The following sample agendas can help you think through what material you might want to include in your own event agenda, depending on the amount of time you have available. Please note that the activity names refer to sample activities outlined in the next section. Sample icebreakers are also included in the next section. Content notes, such as sample discussion questions, are also included in this document.

Sample agenda for a 3 hour event	Sample agenda for a 2 hour event	Sample agenda for a 1 hour event
Introduction and Icebreaker (15 minutes)	Introduction and Icebreaker (15 minutes)	Introductions (5 minutes)
Show and briefly discuss all 8 lessons (90 minutes, including breaks)	Activity: Rank the Issues (10 minutes)	Show and briefly discuss 2 lessons (20 minutes): Lesson 2: The Impacts: How Climate Change Affects Africa Lesson 4: Creating Your NGO's Strategic Plan
Group Discussion (20 minutes)	Show and briefly discuss 4 lessons (45 minutes, including break): Lesson 2: The Impacts: How Climate Change Affects Africa Lesson 3: The Solutions: Taking Action to Reduce Climate Change Lesson 4: Creating Your NGO's Strategic Plan Lesson 7: Engaging Your Community	Group discussion (10 minutes)
Activity: Plan an NGO/nonprofit (40 minutes)	Group discussion (20 minutes)	Activity: Plan an NGO/nonprofit (20 minutes) (shorten by giving just 20 minutes for the entire activity, and don't have groups present)
Wrap-up (10 minutes)	Activity: Act it Out (20 minutes)	Wrap-up (5 minutes)
	Wrap-up (10 minutes)	

Sample Icebreakers and Activities

Feel free to pick and choose from the below activities and icebreakers for your event, or develop your own!

Icebreakers

1. Partners (10 minutes, depending on group size)

Have participants pair up and take 2 minutes to get to know one another. Then, have each person take 20 seconds to introduce his or her partner to the larger group.

2. Common ground (5 minutes)

Have participants form a circle. Join the circle and state your name and one fact about yourself, such as where you are from, what you like to do in your free time, your occupation, etc. Ask all participants who share the same fact or interest to either stand up or raise their hand. Have the person to your left introduce him/herself and share a fact. Go around the circle until everyone has provided a fact about him/herself or until five minutes have passed, whichever comes first.

3. Preferences (5 minutes)

Create an imaginary line through the room or use masking tape to draw a line on the floor. Each side will represent one choice. Ask a number of questions and have participants identify their preferences by standing on one side of the line. If they are unsure, they can stand in the middle. If the answer is neither, they can stand in a different part of the room. Example questions may be:

- Walk or bike?
- Join a cause or start a cause?
- School or work?
- Introvert or extrovert?

Activities

1. Plan an NGO/nonprofit (40 minutes)

Each group will brainstorm and begin planning an NGO/nonprofit to combat climate change. Break the participants into small groups (ideally 3-4 people per group). Each group should take five minutes to decide on one topic or issue their NGO/nonprofit would address, then spend 20 minutes building out a plan for their NGO/nonprofit:

- **What** would be your area of focus?
- **Why** do you feel this focus is particularly important?
- **Whom** would you work with?
- **Where** would you focus your efforts (your town, your country)?
- **How** would you fund the program?
- **When** can you get started (what are your next steps)?

Have each group present back to the larger group with their plan. Encourage all members of the group to participate in the presentation while trying to limit each group to 2-3 minutes.

2. Debate (30 minutes)

Ask the class to form small groups of 4-6 people. Then have each group split in half. Each half of the team will represent a different side of the climate change debate: one half will be members of the community who don't believe climate change is an issue and the other half will be people who are trying to convince their community of the issue. Have each group spend ten minutes conducting a debate on the issue. When the ten minutes are up, select one group to debate the issue in front of the class. Ask the other participants to ask the group additional questions that may further the debate.

3. Act it out (20 minutes)

Split the class into groups of 3-5 people and give them a scenario to act out. It can be a YALI Network member trying to recruit members to his project or a YALI Network member trying to raise funds for her NGO/nonprofit. Have each group spend 10 minutes creating and practicing their skit. The skit should be no longer than two minutes. Select 1-2 groups to act out their skit in front of the class.

4. Rank the issues (10 minutes)

Split participants into groups of 3-4 people. Have each group rank the top signs of climate change in their community, writing their list on a large sheet of paper. Have all groups hang up their lists so everyone can compare. Are the concerns similar or are there differences? Discuss.

Event Content Notes

Below you will find notes and talking points aligned with the various content that you might include in your event. **You don't need to use all of this material!** You should customize the PowerPoint, discussion topics and activities based on the topics you want to focus on during your event. Make this event your own!

Content	Notes
Introduction and Icebreaker	<p>At the start of the event:</p> <ul style="list-style-type: none">• Thank participants for joining.• Introduce yourself. Provide a basic overview of the YALI Network and direct participants to the web address (yali.state.gov) for more information.• Briefly share why you are interested in this topic and chose to teach this course.• You may want to do a short icebreaker activity in which participants get to briefly meet one another, but be sure to keep this short as it can take up a lot of time to do introductions if there is a large group. See the previous section for sample icebreaker ideas.
Course Objectives	<p>Explain the objectives of the course and the logistics of how the session will run:</p> <ul style="list-style-type: none">• Note the lesson topic(s) that you will cover.• Mention any group discussions or activities you are planning to conduct.• Let participants know where they can find things like restrooms, emergency exits and water fountains. Let them know if there will be any scheduled breaks. <p>Sample objectives include:</p> <ul style="list-style-type: none">• Understand the scientific basis for climate change, its impact on Africa, and achievable solutions.• Learn how to apply civil society and public management best practices to reduce climate change.• Learn basic practices for NGOs and how they can be used in reducing the effects of climate change. <p>For each lesson that you include, you will either play the course lesson video/audio (via streaming or download) or pass out the transcripts for people to read on their own. After each video, you can use some of the following sample questions (or others that you develop) to lead a short discussion.</p>
The Basics: The Science of Climate Change	<p>Sample discussion questions:</p> <ul style="list-style-type: none">• How do people in your community discuss climate change?• What information and in what form would resonate the most in convincing your community that climate change is a real threat to human existence?

Content	Notes
The Impacts: How Climate Change Affects Africa	<p>Sample discussion questions:</p> <ul style="list-style-type: none"> • Rising sea levels, flooding and drought from climate change will alter the land available for human habitat and development. Where do you see the risks to populations from climate change? • How prepared do you think the people and governments in your country are for these risks?
The Solutions: Taking Action to Reduce Climate Change	<p>Sample discussion questions:</p> <ul style="list-style-type: none"> • What are some of the ways that you use fossil fuels in your daily life? • In order to reduce greenhouse gas emissions, where do you think you could reduce or eliminate the burning of fossil fuels? • What daily activities or behaviors could you change? • What daily activities or behaviors do you see that others could change?
Creating Your NGO's Strategic Plan	<p>Sample discussion question:</p> <ul style="list-style-type: none"> • What is one question about an NGO's future that having a strategic plan could help answer?
Initiating a Public-Private Partnership	<p>Sample discussion question:</p> <ul style="list-style-type: none"> • Think about an organization with which an NGO might like to partner. How would you approach this organization? What might convince them to partner?
Creating and Managing a Team	<p>Sample discussion question:</p> <ul style="list-style-type: none"> • Can you identify the team leader, manager or mentor who has been the most helpful to you and what made them so?
Engaging Your Community	<p>Sample discussion question:</p> <ul style="list-style-type: none"> • Why is involving members of the community — even those not being served — important for an NGO?
Fundraising for Nonprofit Organizations	<p>Sample discussion questions:</p> <ul style="list-style-type: none"> • What are the most likely sources of funding available to you in your community? • What kind of practical and emotional appeal would you make to these sources of funding? • How likely are they to yield results?

Content	Notes
Summary	<p>After you have covered the course material, recap the key points. Ask participants for their thoughts or comments.</p> <p>Sample key points:</p> <ul style="list-style-type: none"> • Climate change is real and impacting your community. • Creative opportunities can be found to contribute to climate change reduction. • Even small actions can make a big difference. Establishing an NGO/nonprofit that focuses on climate change issues is a great way to start making a difference. • Effective management, funding, support, planning and a clear vision are essential to creating and running a successful green NGO or nonprofit. • Community involvement and teamwork will increase the impact you can have.
Discussion Questions	<p>The earlier sample discussion questions were focused on key takeaways and issues related to each individual lesson. You also should spend time discussing the bigger picture: what climate change is doing to the world and how participants can spearhead community initiatives to reduce its impact. The following sample questions can be used to discuss that bigger picture.</p> <ol style="list-style-type: none"> 1. What impact is climate change having in your community? Do you have any technologies in place to reduce those impacts? 2. Which renewable energy sources (solar, wind, hydropower and geothermal) do you think are most promising for your community? Which do you believe will have the greatest impact? How could you support their implementation? 3. What behavioral changes would have the biggest impact in helping your community combat climate change? What are some of the behaviors and attitudes that people need to change when it comes to conservation and “green” living? How can you promote those behaviors and attitudes? 4. What type of community-based activity or public-private partnership could help reduce the impact of climate change in your community? 5. What skills from the course today could help you develop an NGO/nonprofit/ community-based activity focused on climate change? What additional skills might you want to develop? 6. Do you have a climate change/green-focused project that you are currently working on or thinking about? How can you get other people involved?

Content	Notes
Next Steps	<p>Keep the momentum going by encouraging participants to start taking action in their community! The following are ideas for next steps they can take after the event.</p> <ul style="list-style-type: none"> Identify the risks to your community that are due to climate change. Identify the populations that are particularly vulnerable to these risks. Develop information and resources to educate these populations. Involve the community in your efforts and work with them to inform others about the risks of climate change. Collaborate with existing NGOs or nonprofits on a project to create innovative, scalable solutions to climate change. Identify how climate change is impacting your community. Come up with ideas for an NGO/nonprofit that could help reduce these impacts. Make a strategic plan for your NGO/nonprofit. Who will you partner with? How will you fund it? How will you involve your community?
Wrap-up	<p>Include time at the end of the presentation for a wrap-up.</p> <ul style="list-style-type: none"> Encourage participants to go online, take the full Going Green for Social Entrepreneurs course and take the associated quiz so they can get their YALI Network Online Course certificate. If you hold your training in a setting such as a school, you may be able to have participants take the online quiz while they are at the event. Encourage participants to join the YALI Network if they are not already members. Ask if participants have any feedback on the session, which you can incorporate into your next #YALILearns event. Be sure to thank participants for coming, and pass around the handouts that they can take home with key takeaways from the session and information about joining the YALI Network.